



CITY OF KINGSTON DEPARTMENT OF PUBLIC WORKS

WORK PERMIT

PERMIT #

DATE:

LOCATION OF WORK:
STREET:
CROSS STREET:
START DATE:
END DATE:

PROPERTY OWNER:
OWNER ADDRESS:
CITY/STATE/ZIP:
PHONE/CELL:
EMAIL:

CONTRACTOR OR DUMPSTER COMPANY INFORMATION

NAME:
ADDRESS:
EXCAVATOR (IF DIFFERERNT THAN CONTRACTOR)
CONTRACTOR /OWNER SIGNATURE:
24 HOUR PHONE:
EMAIL ADDRESS:

DESCRIPTION OF WORK

(CHECK ALL APPLICABLE)
EXCAVATION
Sewer Repair/Replace
Sewer Tap
Water Repair/Replace
Gas Repair
Replace
New
Curb Cut (describe below)
Other
Size of Cut: Width Length Depth
Placement of Excavation: sidewalk road
Description

SIDEWALK/PUBLIC SPACE
Sidewalk: Repair Replace New
Width Length Depth
CURRENT MATERIAL
REPLACEMENT MATERIAL
PUBLIC SPACE/STREET Repair Block
DUMPSTER
SIZE OF DUMPSTER
WILL SIDEWALK BE BLOCKED?
WILL AREA ON STREET BE BLOCKED?
WILL PARKING METERS BE BLOCKED?
IF YES HOW MANY?
PARKING METER #

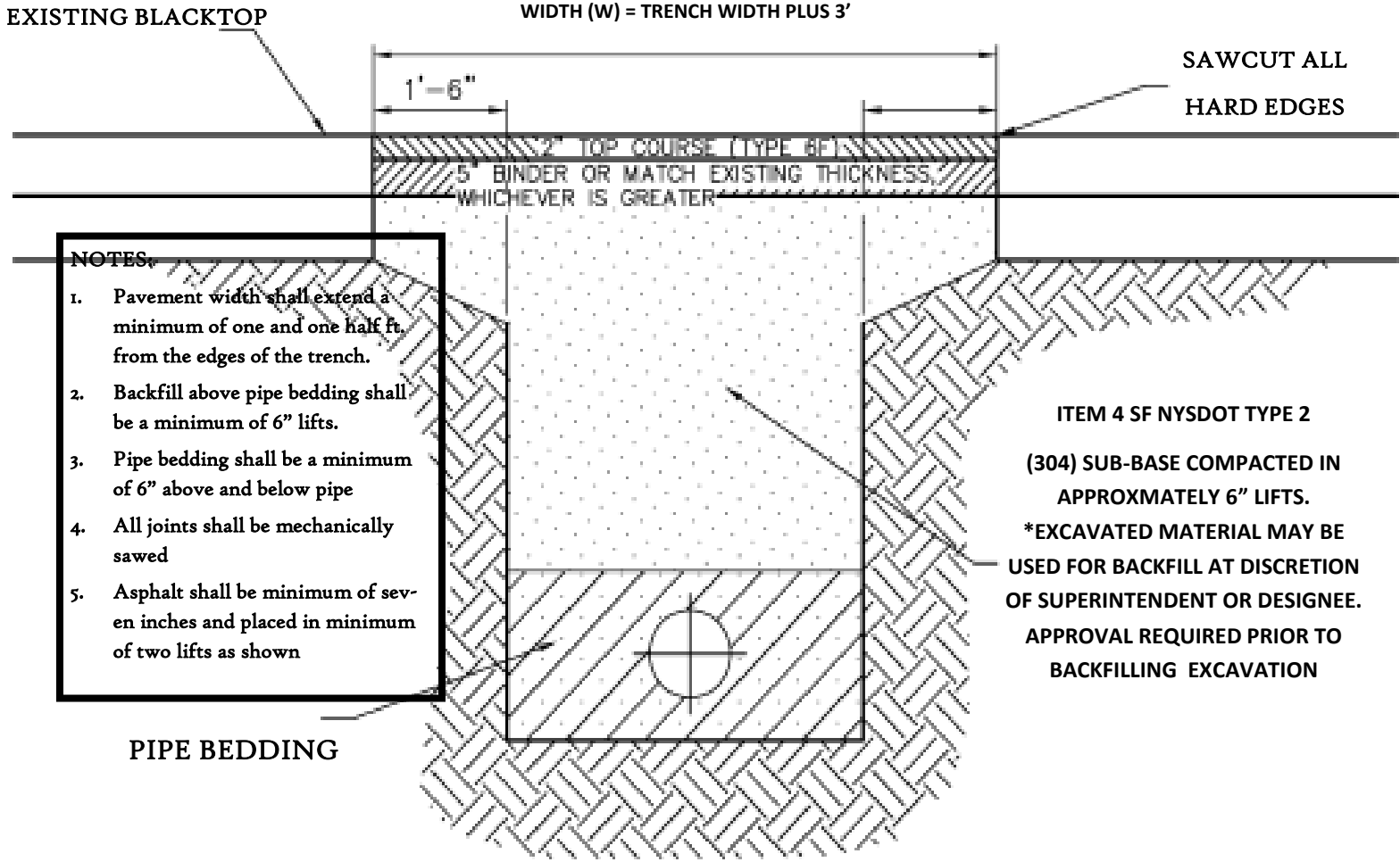
- \*Street Excavation \$300.00
\*Sewer Tap \$350.00
\*Block Parking Meter \$25 per meter per day
\*Non-Compliance \$250.00
\*Emergency Fee \$100.00
\*Sidewalk Repair/Replace \$ 50.00
\*Block Public Space \$ 50.00
\*Sidewalk Excavation \$ 50.00

FOR OFFICE USE ONLY:
Date Issued Type of Permit Issued
Paid \$ Check # Cash Receipt #
Superintendent/Designee Approval

1. **Permit Requirement**—No person, firm or organization, shall excavate in any street highway or sidewalk in the City of Kingston without obtaining a permit from the Department of Public Works. Applicant must apply at least 48 hours prior to commencement of work.
2. **Commencement of Work**—The Superintendent of Public Works reserves the right to deny the commencement of work to be performed on any street that has been resurfaced or reconstructed within 5 years prior to the date of the application. The Superintendent may require full surface restoration as per his specifications.
3. **Trees**—When performing any excavation or repair, no tree in any street or other public place may be removed, cut or trimmed without first obtaining permission from the Office of Planning in conjunction with the Department of Public Works.
4. **Emergency Work**—Emergency work necessary after hours, non-business days, or legal holidays, to correct a situation endangering public safety or interruption of utility service may not begin until DPW has been notified via on call service. Emergency fee may apply as well as possible overtime reimbursement for DPW personnel. Permit must be filed by 10:00am of the next business day.
5. **Dig Safely**—No work may commence in any area until clearance has been provided by the Dig Safely provisions.
6. **Unattended Openings**—All unattended street openings or excavations, including intersections, shall be plated and secured in place, except as otherwise approved by the Superintendent of Public Works.
7. **Detours/Safety Devices**—Barricades, signs, lights and other approved safety devices shall be displayed at excavation/street opening in accordance with the NYS and Federal Manual of Uniform Traffic Control Devices and approved detours shall be established.
8. **Approved Site**—In no case shall permitted site have a greater area of surface removed or work performed in another location other than that specified on the original application without first obtaining permission from Superintendent of Public Works or his designee.
9. **Excavated Material**— All paving materials must be saw cut and removed with least possible loss of ground. The excavated material must be placed where it is the least possible inconvenience to the public or impact to utilities. Sheeting, shoring and bracing shall be used when the excavation or opening is five feet or more in depth. In case of slips or slides of the excavation, the same shall be trimmed to solid earth and the top surface put back to the limit of the same before backfilling may begin. Prevention of erosion into storm sewers is required.
10. **OSHA**—All excavations must meet OSHA requirements and standards for excavation and trenching safety.

11. **Back Fill**—All openings shall be back filled and temporarily resurfaced on or before the time fixed in the permit. Such temporary resurfacing shall be maintained by the applicant to whom the permit is issued until such time as a permanent resurfacing can be completed. Subject to weather and product availability only.
12. **Dumpsters**— Cannot block intersections or cause site distance impediment to intersection and traffic. Must be placed a minimum of 20 feet from any corner. If placed on sidewalk, protection of surface material must be maintained at all times. Restricted parking such as handicap spaces cannot be blocked. Applicant is responsible for detour signage for vehicular and/or pedestrian traffic due to placement of dumpster.
13. **Notification**—Applicants are required to notify the City of Kingston Police and Fire Departments and all emergency services prior to the commencement of work.
14. **Attend to Site**—Applicants shall be responsible for work site up to 18 months from completion of work..
15. **Closing Additional Streets**—The Mayor, Superintendent of Public Works, Chief of Police or other safety officials may recommend the closing of additional streets, avenues or high ways for any portion of the permitted work. It will be the responsibility of the applicant to follow all guidelines for traffic control on these additional streets.
16. **Insurance**—Prior to commencement of work, the applicant shall submit to the City of Kingston, proof of worker compensation and disability insurance, liability insurance and a good & sufficient bond of indemnity with surety in the sum of \$15,000 (fifteen thousand) indemnifying the city against any and all claims, demands, actions or causes of action in anyway connected with or growing out of the making of such cut, trench, repair or excavation. Detailed information regarding insurance requirements available upon request.
17. **Winter Excavation**—No excavation other than an emergency on any city street, avenue or highway will be permitted without explicit approval of the superintendent or his designee.
18. **Inspection** —Must call DPW office for inspection prior to closing excavation site.
19. **Sidewalk**— All new or replaced sidewalks must be ADA 2010 compliant. Sidewalks must be 5 foot in width. If this is not possible an application must be made to the City Planning Dept. for a variance. In the following areas bluestone sidewalks must be maintained; Stockade, Rondout Landmark, Fair St Landmark, West Chestnut St Historic District. Any new sidewalk not in a Bluestone District shall be of concrete. For a full description of all sidewalk requirements as well as descriptions of Bluestone Districts please refer to City Charter Chapter 358 Sidewalk Standards.

# RESTORATION CUT AWAY EXAMPLE



- NOTES:**
1. Pavement width shall extend a minimum of one and one half ft. from the edges of the trench.
  2. Backfill above pipe bedding shall be a minimum of 6" lifts.
  3. Pipe bedding shall be a minimum of 6" above and below pipe
  4. All joints shall be mechanically sawed
  5. Asphalt shall be minimum of seven inches and placed in minimum of two lifts as shown

**ITEM 4 SF NYSDOT TYPE 2  
(304) SUB-BASE COMPACTED IN APPROXIMATELY 6" LIFTS.  
\*EXCAVATED MATERIAL MAY BE USED FOR BACKFILL AT DISCRETION OF SUPERINTENDENT OR DESIGNEE.  
APPROVAL REQUIRED PRIOR TO BACKFILLING EXCAVATION**

## UTILITY TRENCH DETAIL IN PUBLIC R.O.W.

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| <p>» Dept. Public Works 25 East O'Reilly St<br/><i>Joseph A. Chenier, Superintendent (845) 331-0682</i></p> <p>» Dept. Public Works - Emergency On Call (845) 338-2114</p> <p>» Dig Safely NY: 811 or 1 (800) 962-7962</p> <p>» Ulster County Emergency Services -eoc@co.ulster.ny.us<br/><i>Steven J. Peterson, Director</i></p> <p>(911 notification of closed streets/traffic pattern changes)</p> <p>» Manual on Uniform Traffic Control Devices (MUTCD) <a href="http://mutcd.fhwa.dot.gov/pdfs">http://mutcd.fhwa.dot.gov/pdfs</a></p> | <p>» Police Department - 1 Garraghan Drive Kingston<br/><i>Chief of Police Egidio Tinti (845) 331-1671</i></p> <p>» Fire Department - 19 East O'Reilly St<br/><i>Fire Chief Mark Brown—331-1216</i></p> <p>» Kingston Water Department - 111 Jansen Ave<br/><i>Judith Hansen, Superintendent (845) 331-0175)</i></p> <p>» Building &amp; Safety Department - 5 Garraghan Dr<br/><i>Deputy Chief Tom Tiano (845) 331-1217</i></p> <p>» Office of Planning &amp; Tree Commission - 420 Broadway</p> |
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